

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300110057-3

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1	<i>[Signature]</i>	3/5/54
2	<i>[Signature]</i>	
3	<i>[Signature]</i>	3/17/54
4		
5		

FROM	INITIALS	DATE
1	MIS JHP	8 Mar.
2		
3		

☐ APPROVAL ☒ INFORMATION ☐ SIGNATURE
☐ ACTION ☐ DIRECT REPLY ☐ RETURN
☐ COMMENT ☐ PREPARATION OF REPLY ☐ DISPATCH
☐ CONCURRENCE ☐ RECOMMENDATION ☐ FILE

REMARKS: Believe that we will seldom
have on item. If we should, pls get
it in to me by 1100 on weekdays
and 0900 on Saturdays.

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FILED : 1
RETURN TO

RECORDS SERVICES DIVISION

1 March 1954

MEMORANDUM FOR: Chief, Budget Division
Chief, Fiscal Division
Chief, Finance Division
Chief, Machine Records Division
Chief, Management Improvement Staff
Chief, Technical Accounting Staff
Chief, Program Analysis Staff

SUBJECT : Director's Daily Log

1. There are attached for your information copies of memoranda from the Acting Deputy Director (Administration) and the Executive Assistant to the Director, dated 24 and 15 February respectively, relative to the submission of material for the Director's Daily Log.

2. Please note that any items for submission must reach the office of the ADD/A no later than 3:00 p.m. on weekdays and 11:00 a.m. on Saturdays.

3. If you have any items for submission, please have them in this Office by 12:00 p.m. on weekdays and 10:00 a.m. on Saturdays.

[Redacted Signature Box]

E. H. SAUNDERS
Comptroller

25X1

Attachments (2)

MAR 5 1954